

**Application for Non-DOI Employees to attend U.S. Geological Survey Course,  
Office of Organizational and Employee Development,  
USGS National Training Center,  
Denver, CO**

**NOTE:** The following non-DOI course application is required to attend USGS, OED training courses. Please complete the form, save, and email to [ngregory@usgs.gov](mailto:ngregory@usgs.gov) or fax the form to Nancy Gregory at (303)445-4665. After receiving the completed form, you will receive a confirmation email letting you know that your application has been received.

*Applicant Information*

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First Name: \_\_\_\_\_  
Middle Initial: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
Full E-Mail Address: \_\_\_\_\_@\_\_\_\_\_  
Job Title/Series: \_\_\_\_\_  
Agency or Office: \_\_\_\_\_  
Office Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Office Phone Number: (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_  
Have you ever worked for a DOI Agency? ☐ Yes ☐ No  
If Yes, which agency did you work for? \_\_\_\_\_  
Did you work as an ☐ Employee ☐ Contractor ☐ Volunteer

*Course Information*

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Course Title: \_\_\_\_\_  
\_\_\_\_\_  
Course Number  
(e.g., SW2010TC): \_\_\_\_\_  
Course Begin Date: \_\_\_\_\_  
Course End Date: \_\_\_\_\_

*Billing Information*

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Billing Contact's Full Name: \_\_\_\_\_  
Office Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Billing Office Phone Number: (\_\_\_\_) \_\_\_\_\_ Ext.: \_\_\_\_\_

**Contact Staci Unruh with your payment information at (303)236-9351 or  
[sdunruh@usgs.gov](mailto:sdunruh@usgs.gov).**